U. S. Army Soldier Support Institute/ AG School

Personnel Services Delivery Redesign (PSDR)

New Organizational Training Team (NOTT)
SFC Brown

Brief Unclassified

Soldier Support Institute

Prepare Office Computations

SFC BROWN

TERMINAL LEARNING OBJECTIVE

ACTION:

Review procedures to accurately perform Personnel Office Computations

CONDITIONS:

Given a DA Form 1506 (Statement of Service), DOD 7000.14-R, AR 600-8-104, AR 601-210, notes and handout

STANDARDS:

Review computation periods for Pay, Creditable Service, Active Service and Enlisted Service. Apply rules of Computation, Compute Lost Time and Computed Service Time

AGENDA

- Terms/Acronyms
- Creditable Service
- Rules of Computation
- Leap Year Rules
- Lost Time
- Service Time
- Practical Exercise

TERMS/ACRONYMS

- <u>Pay Entry Basic Date (PEBD):</u> The actual or constructed date from which a Soldier accrues creditable service for pay purposes

- <u>Basic Active Service Date (BASD):</u> The actual or constructed date from which a Soldier accrues creditable Active Federal Service for retirement purposes

- <u>Basic Enlisted Service Date (BESD):</u> The actual or constructed date from which a Soldier accrues enlisted service

- <u>Expiration Term of Service (ETS):</u> The actual or adjusted date a Soldier's enlistment, reenlistment or extension expires

- <u>Date of Rank (DOR):</u> The actual or constructive date a Soldier was promoted to a particular rank

TERMS/ACRONYMS CONTINUED

- **(MSO):** Eight year statutory Military Service Obligation

- **(RFA):** Discharge verses Release from Active Duty

- **(NPS):** Non Prior Service

Creditable Service

CREDITABLE SERVICE

- **Regular Army (RA)**: Always creditable for pay and active service. It is also creditable for enlisted service, when enlisted

- **USAR**: This category assigned to reserve officers on active duty with the Regular Army, it is creditable for pay and active service

- **USAR (AD) / ARNG (AD)**: Any time spent in the Guard or Reserve on active duty. Note: Active duty orders must be published such as for AGR status, AT, and ATD; regular weekend drills do not count. Creditable for pay and enlisted service, if enlisted

- **USAR / ARNG**: Anytime spent in the Guard or Reserve, Active Army Delayed Entry Program time after 31 December 1984 is not creditable. It is not creditable for pay or enlisted service

- **Service Academy and ROTC**: Creditable for pay and active service if member is enlisted or warrant officer. It is not creditable for commissioned officers

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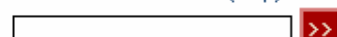Want to help make a positive difference in Iraq? Contribute to USAID today.

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VOLUME 7A: MILITARY PAY POLICY AND PROCEDURES - ACTIVE DUTY AND RESERVE PAY

July 2006

→ Policy Memorandum
→ Volume 7A Interim Changes (1996 - 2006)
→ Expanded Table of Contents
→ **Archived Sections**

TABLE OF CONTENTS

BASIC PAY

010103.   Active Enlisted and/or Warrant Officer Service for Members in Basic Pay Grades O-1E, O-2E, OR O-3E

A.   Service Counted

1.   General.   Commissioned officers with over 4 years of prior active service as an enlisted member, warrant officer, or combined service in both grades are entitled to count such service for purposes of computing basic pay for longevity purposes. Such prior service includes all active service, in either the Regular or Reserve Component or both (i.e., active duty for training in enlisted or warrant officer status, annual Reserve training duty, and full time National Guard duty). Service on active duty or active duty for training for at least 4 years and 1 day satisfies the over 4 years of service requirement under this section. See subparagraphs 010102.A.8 and applicable notes to Tables 1-7 and 1-8 for student entitlement to basic pay for longevity purposes while attending the USUHS.

2.   Creditable Prior Enlisted Service.   Effective May 20, 1958, commissioned officers in pay grades O-1, O-2, or O-3 who are credited with over 4 years (i.e., at least 4 years and 1 day) of prior active service as an enlisted member are entitled to the special rate of basic pay for pay grade O-1E, O-2E, or O-3E.

3.   Creditable Prior Warrant Officer Service.   Effective September 1, 1980, commissioned officers in pay grades O-1, O-2, or O-3 who are credited with over 4 years (i.e., at least 4 years and 1 day) of prior active service as a warrant officer are entitled to the special rate of basic pay for pay grade O-1E, O-2E, or O-3E.

4.   Creditable Combined Prior Service. Effective October 1, 1993, commissioned officers in pay grades O-1, O-2, or O-3 who are credited with over 4 years (i.e., at least 4 years and 1 day) of combined prior active service as an enlisted member and warrant officer are entitled to the special rate of basic pay for pay grade O-1E, O-2E, or O-3E.

010102.   Service Not Creditable

A.   In general, do not use any service that is not listed as creditable service to compute a basic pay date. The following list includes a few types of service that are not creditable:

1.   Time served in an enlistment that is terminated, voided, or invalidated as fraudulent.

2.   Time served as a commissioned officer in the Philippine Army.

3.   The constructive time authorized by the Act of December 28, 1945 (59 Stat 664) (reference (b)), for determining grade and eligibility for promotion.

4.   The period of time a member was on the Emergency Officers' Retired List.

5.   Time an individual was a member of a state, home, or territorial guard.

6.   For commissioned officers, any period of service performed after October 12, 1964 and prior to August 1, 1979, in the Reserve Officers' Training Corps, even if such member held concurrent Reserve status.

QUESTIONS

Rules of Computation

3 BASIC RULES

- Personnel Office Computations are basic mathematics, adding and subtracting. However, there are 3 basic rules we must follow in order to accurately compute a Soldier's PEBD, BASD, BESD and DOR

- With a clear understanding of these rules, you will be able to provide the soldiers you serve with accurate service dates, that are critical in personnel management decisions

RULE #1

#1. When subtracting one date from another, always add 1 day to the day column for inclusive dates.

	2000	02	22
-	1994	05	21

	1999 ~~2000~~	14 ~~02~~	22
—	1994	05	21
	05	09	01

Inclusive day + 01

	05	09	02

RULE #2

#2. When subtracting, all months have 30 days and 12 months equals one year.

2008	07	12
_ 2005	12	29

	18		
2007	~~06~~	42
~~2008~~	~~07~~	~~12~~
_ 2005	12	29

02	06	13

Inclusive day + 1

02	06	14

RULE #3

#3. When subtracting one date from another and the ending period is the last day of the month, always change the last day to read 30, unless it is already 30.

	2006	07	31
-	2001	05	22

		30
2006	07	~~31~~
2001	05	22
05	02	08

Inclusive day + 01

| 05 | 02 | 09 |

DETERMINING LEAP YEAR

- A Leap year is a year with one extra day inserted into the month of February, a leap year has 366 days with 29 days in February as opposed to the normal 28 days. Leap years are needed so that the calendar is in alignment with the earth's motion around the sun.

- Whenever you have February 28th or 29th as an ending period, you first must determine if that date is a leap year. In determining this, you must do the following:

- Divide the last two digits of the year by 4. If the last two digits of the year can be divided evenly by 4, it is a leap year. If the last two digits cannot be divided evenly by 4, it is not a leap year.

Example:

		30
2007	02	~~28~~
− 2006	01	29

2008	02	28
2000	01	03

Note: Ending date changed to 30 due to non-leap year

FEBRUARY/LEAP YEAR RULES

- End date 29 Feb - Change to 30

- End date 28 Feb non leap year - Change to 30

- End date 28 Feb of a leap year - Do not change

COMPUTE A PAY DATE

EXAMPLE # 1 (DODFMR 010301)

COMPONENT	FROM	TO
RA (Enl)	01 JAN 71	28 FEB 74
RA (COM)	01 JUN 74	26 MAY 81
USAF (COM)	01 AUG 83	31 MAR 88
USAF (COM)	01 APR 88	04 JUN 95

STEP 1

LIST BEGINNING DATES

DO NOT CHANGE THESE DATES!!

01 JAN 71	=	71	01	01
01 JUN 74	=	74	06	01
01 AUG 83	=	83	08	01
01 APR 88	=	88	04	01

STEP 2

LIST ENDING DATES

(CHANGE THE ENDING DATE TO 30 IF IT IS THE LAST DAY OF THE MONTH AND IS OTHER THAN 30)

28 FEB 74	=	74	02	30
26 MAR 81	=	81	05	26
31 MAR 88	=	88	03	30
04 JUN 95	=	95	06	04

STEP 3

ADD BEGINNING DATES

	71	01	01
	74	06	01
+	83	08	01
	88	04	01
	316	19	04

STEP 4

ADD ENDING DATES

	74	02	30 (NOTE CHANGE)
	81	05	26
	88	03	30 (NOTE CHANGE)
+	95	06	04
	338	16	90

STEP 5

SUBTRACT

TOTAL BEGINNING DATES FROM TOTAL ENDING DATES

BEGINNING DATES

316	19	04

~~338~~	~~16~~	90
- 316	19	04

ENDING DATES

338	16	90

337	28	90
- 316	19	04
21	09	86

ADD INCLUSIVE DATES

```
21      09      86

              +   04
─────────────────────
21      09      90
       +3
─────────────────────
+1     12
─────────────────────
22yr 00mo 00day
```

(ADD 1 DAY FOR EACH PERIOD OF SERVICE)

(CONVERT TO 30 DAY MONTHS AND 12 MONTH YEARS)

TOTAL CREDITABLE SERVICE = 22 YEARS

STEP 7

COMPUTE PAY DATE

TOTAL CREDITABLE SERVICE FOR PAY

22 YEARS 00 MONTHS AND 00 DAYS.

OFFICER COMMISSIONED INTO ARMY **20 JUN 95**

SUBTRACT CREDITABLE SERVICE FROM CURRENT REENTRY DATE.

	95	06	20		
-	22	00	00		20 JUN 73
	73	06	20	=	PAY DATE

Lost Time

LOST TIME

- **AWOL:** Absent without leave for more than 24 hours

- **Civilian Confinement:** Lost time for pay and service

- **Military Confinement:** Lost time for pay and service, if convicted

- **Defective Entry:** Lost time for service and pay if service is declared null and void

- **Sick, not in line of duty:** Lost time for service, but not pay

- **Disease from drugs or alcohol due to own misconduct:** Lost time for service and pay

COMPUTE LOST TIME

- When computing lost time, it is important to remember to use both 30 Day month basis and Day by Day calculations. Use the result that is most advantageous to the Soldier (the least amount of days).

- Example: PV2 Maxwell was reported AWOL 28 Jul 2003. He returned to his unit 4 Aug 2003. How much lost time did the Soldier incur?

	30 Day	
	07	33
03	~~08~~	~~03~~
− 03	07	28
00	00	05
		+01
	06 Days	

Day by Day

3 days in Aug

4 days in Jul

7 Days

LOST TIME CONT'D

PV2 Maxwell current ETS date is 10 Dec 2005. What is his new ETS date?

Previous ETS	05	12	10
		+	06 (days AWOL)
New ETS	05	12	16

Work the following 2 inquiries:

1. PV1 Rogers was reported AWOL 28 Feb 2003, he returned to his unit 4 Mar 2003. How much lost time did the Soldier incur?

2. PV1 Booker was reported AWOL 28 Feb 2004, she returned to her unit 8 Mar 2004. How much lost time did the Soldier incur?

LOST TIME CONT'D

PV1 Rogers results:

30 Day	Day-by-Day
02 33	3 Days in Mar
03 ~~03~~ ~~03~~	1 Day in Feb
03 02 28	4 Days
05	
+ 01	
06 Days	

PV1 Booker results:

30 Day	Day-by Day
02 37	
04 ~~03~~ ~~07~~	7 Days in Mar
-04 02 28	2 Days in Feb
00 00 09	9 Days
+ 01	
10 Days	

QUESTIONS

SERVICE TIME

COMPUTE A PEBD

SFC Johnson enlisted on 6 Feb 2000. He has no prior service. His PEBD is 6 Feb 2000. SFC Johnson was discharged on 16 Jul 2004. Note: What is SFC Johnson's TIS?

After a break in service, SFC Johnson reenlists on 29 Sep 2005 for a period of 3 years. Subtract his prior service from his date of reenlistment to establish his new PEBD.

Example:

	2004	07	16
−	2000	02	06
	04	05	10
			+01
	04	05	11

	2005	09	29	
−	04	05	11	Prior service
	2001	04	18	

New PEBD: 18 Apr 2001

PEBD CONT'D

Adjust for Lost Time:

SFC Johnson went AWOL 16-26 Dec 2007. His PEBD must be
adjusted to reflect this lost time.

```
    2001 04  18
          + 11   (days AWOL)
    ─────────────
    2001 04  29    (new PEBD)
```

As a result of AWOL, SFC Johnson was confined 1-30 Jan 2008, adjust his
PEBD to reflect the adjusted date.

```
    2001 04 29
           +30 (lost time)
    ──────────
    2001 04 59
       +01 -30
    ──────────
    2001 05 29
```

New PEBD: 29 May 2001

Basic Active Service Dates (BASD)

BASD

Period #1	Period #2	Total Svc	Adjusted BASD
08 32			
00 ~~09~~ 02	06 05 20	03 12	07 11 27
00 05 21	03 01 09	+03 04 12	03 07 24
03 11	03 04 11	03 07 24	04 04 03
+ 01	+ 01		
03 12	03 04 12		

New adjusted BASD: 3 Apr 2004

Expiration Term of Service (ETS)

ETS

Expiration of Term of Service is the Soldier's actual date of enlistment, reenlistment or extension expires. This date is used to establish the date for preparing the Soldier for reenlistment, release from active duty or discharge.

a. To establish a Soldier's ETS, determine the date of enlistment, reenlistment or extension and the term of service.

b. When adding the term of service to the date of enlistment, Reenlistment or extension, subtract one day to compensate for the inclusive day.

c. If the Soldier has lost any time, the ETS date will be adjusted in the same manner as discussed for all the previous service dates

ETS CONT'D

d. Using the same information that SFC Smith enlisted for four years calculate the ETS:

```
  2007  11 27   (Date of Enlistment)
+ 2004 00 00    (4 yr enlistment)
  2011 11 27
        -  01
  2011 11 26    (ETS Date)
```

Date Of Rank
(DOR)

DOR

There are several things we need to remember about the Date of Rank.
It is established by:

a. PERSCOM for Officers: DOR is in conjunction with the Surgeon General, the Judge Advocate and the Chief of Chaplains

b. Enlisted promoting Instrument: DOR is the date designated or the date of the promotion instrument.

c. The DOR may be adjusted due to a reduction for inefficiency, misconduct, break in service, or lost time.

d. A Soldier may be reduced one or more grades as the result of an Article 15 or the date the court martial authority approved the sentence.

COMPUTE DOR

Situation: SPC Jones was promoted to SGT 1 Apr 95. He is promoted to SSG 1 Aug 99. He was released from active duty 31 Mar 03. He reenlisted 10 Jun 04 as a SGT, with the DOR of 10 Jun 04. The Soldier is given credit for the time in grade previously held at the same or higher grade.

Period#1 (E-5)	Period#2 (E-6)	Total TIMIG	New DOR
~~30~~	~~30~~		
99 07 31	03 03 31	04 04 00	04 06 10
95 04 01	99 08 01	+ 03 08 00	- 08 00 00
04 03 29	03 07 29	07 12 00	96 06 10
+ 01	+ 01	08 00 00	
04 03 30	03 07 30		
04 04 00	03 08 00		

QUESTIONS